

Date: November 23, 2004

To: Consultants

From: Jim Holfeltz, CPA

Subject: Invoicing UDOT - Cost Plus Contracts - Rates

Each contract or mod to a contract discloses rates that will be billed to UDOT. The most common rates are payroll and overhead. When an Audit is completed, disclosed rates will be changed to actual rates by the Audit Office as your bill is audited.

When invoicing, bill the rate shown in the contract or Mod you are billing for. If the contract has an overhead rate of 120% and the Mod has a rate of 111% bill the 120% rate for the work to be completed by the contract and 111% for the work to be completed by the Mod. When the invoice has work for both the contract and the Mod bill the lower of the contract and Mod rate.

Let me know if you have any questions.

Jim Holfeltz, CPA
Director of Fiscal Audit
Utah Department of Transportation

801-965-4819